Aurora Cultural Centre

Board Volunteer Openings

At the Aurora Cultural Centre, we believe that arts, culture, and heritage can play a role in changing our world and our community. The Aurora Cultural Centre is seeking community volunteers to join committees that aid the growth of programs we offer to residents of Aurora.

Position title: Finance & Audit Committee Volunteer

The purpose of the Finance and Audit Committee is to assist the Board of Directors of the Aurora Cultural Centre (ACC) in fulfilling its fiduciary responsibilities by overseeing the financial reporting processes, the internal controls systems which management and the Board of Directors have established, and coordinating communication between the Board and the external auditors. The Committee helps ensure the financial affairs of the ACC are conducted in a responsible manner, consistent with the ethical obligations of stewardship and all applicable law.

Committee Volunteers should have a financial background and/or are a Chartered Professional Accountant (CPA).

- Members can be both Board and non-Board members.
- Staff Liaison: Executive Director
- Finance:
  - Develop and recommend to the Board appropriate policies to guide the financial affairs of the ACC
  - Provide general oversight with regard to financial affairs of ACC
  - Provide guidance in the preparation of annual operating and capital budgets, long-range projections and recommend budget and financial decisions to the Board for their consideration
  - Make investment decisions on behalf of the Board
  - Ensure that timely, accurate and useful financial information is presented to the Board
  - Monitor budget performance
- Audit:
  - Recommend the appointment of the external auditor and the appropriate fee and pre-approve all non-audit services provided by the external auditor
  - Help ensure the annual audit is conducted in an efficient, cost-effective and objective manner and review with management and approve the annual audit plan

Volunteers will be screened and interviewed by the Board of Directors.
Committee conducts monthly meetings. Committee members are encouraged to attend all meetings, but no less than 80% of scheduled meetings.

Please apply on our website and mention the committee position title and any relevant experience.